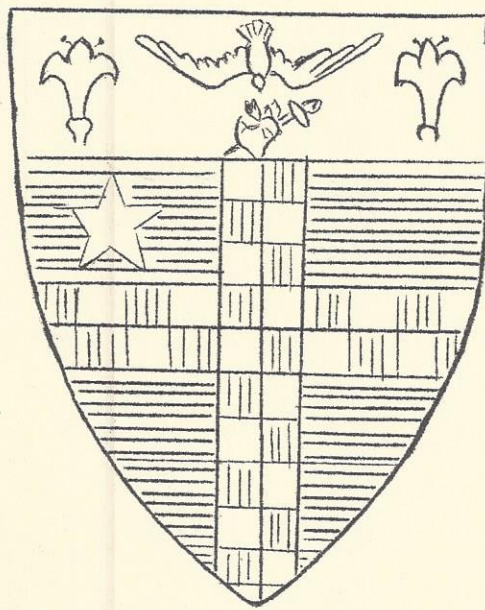


ST. BERNARD'S HIGH SCHOOL

MANUAL of INFORMATION
for
STUDENTS, PARENTS, TEACHERS



1959 - 1960

NEW LONDON, CONN.

I. INTRODUCTION

This is St. Bernard's fourth year. Our original freshmen are seniors; and the coeducational division has moved up another notch. Much has changed since Bishop Flanagan dedicated his first regional high school; but essentially we are the same Catholic school, whose academic program, physical plant, and, we pray, students and teachers all find a common center in Christ.

This student manual has been prepared to help you make the most of your life at St. Bernard's. It is a source book of school information, policy and rules. Read it carefully, that you may understand what is expected of you and resolve to meet generously its challenge.

School life is a challenge and an opportunity to the mind and conscience of each individual student. Each will get as much as he is willing to receive and in proportion as he is willing to give. Opportunities to learn and to mature are plentiful. Four years stretch interminably for the freshmen; but the senior looks back with wonder that they have passed so swiftly. Set your goal early; discover what you must do to reach that goal; and then go to work. Though the goal may change, you will always be headed in the right direction; for you will have learned the secret of working with a purpose.

Regard the school regulations with the right spirit. For the immature they are toys to be broken; but for the mature they exist for order and for training. Observing them externally will give order; but there will be no inner training without understanding and self-discipline.

Your education is our vocation. May our school spirit be the Holy Spirit who animates and inspires all who are working for that education: you, your parents, your teachers. May this fourth year be the best year to date.

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II. FACULTY - STAFF

Rev. Edward J. Benedict	-	Principal, Religion, Guidance
Mother David de Marie, F.S.E.	-	Vice-Principal, Religion, Guidance
Rev. John E. Kane	-	Dean of Boys, Religion, Algebra, Boys' Athletics
Rev. William J. Casey	-	Religion
Rev. Kenneth P. Flint	-	Religion
Rev. Cleo A. Forcier, S.S.E.	-	Religion, French, General Mathematics
Rev. James F. Kenney, S.S.E.	-	Religion, Latin
Rev. Aloysius Kisluk	-	Religion
Rev. Edward Leary, S.S.E.	-	Religion, English, General Mathematics
Rev. John B. Ramsay	-	Religion
Mr. James F. Powers	-	World History, Geography, Athletics
Mr. Arthur St. Germain	-	English, American History
Mr. Roger T. Williams	-	Geometry, General Science, Algebra
Sr. Anne-Emilienne, F.S.E.	-	English
Sr. Claire-Genevieve, F.S.E.	-	Latin
Sr. Claire-Philomene, F.S.E.	-	Biology
Sr. Emile de Jesus, F.S.E.	-	French, Glee Club
Sr. George-Edward, F.S.E.	-	Mathematics
Sr. Gertrude du Sacre-Coeur, F.S.E.	-	French
Sr. Helen-Philip, F.S.E.	-	Geometry, Latin

Sr. Helene-Roger, F.S.E.	-	Religion, Shorthand, Typewriting
Sr. Joan-Michael, F.S.E.	-	English
Sr. Laura-Marie, F.S.E.	-	Chemistry, Geometry
Sr. Lawrence-Marie, F.S.E.	-	Commercial Math, Bookkeeping, General Business, Typewriting
Sr. Marie-Therese de l'Immaculee, F.S.E.	-	American History, Problems of Democracy, World History
Sr. Regina-Joseph, F.S.E.	-	Chemistry, Biology
Sr. Rose-Edmond, F.S.E.	-	English, librarian
Miss Barbara Blanchard	-	English, World History
Mrs. Carmella Guerin	-	Biology, Christian Family Living
Mrs. Jean Pordes	-	Art
Mr. Stephen Zrenda	-	Music
Miss Ruth Higginbotham	-	Secretary
Mr. Manuel Perry	-	Maintenance
Mrs. Jennie V. Perry	-	Cafeteria
Mrs. Charles T. DiCarlo	-	Cafeteria

III. DIRECTORY

A. Marian Hall

1. Offices

- 1) Main Office - left of main entrance
- 2) Vice Principal's Office - within main office -- Girls' Guidance
- 3) Principal's Office - adjacent to main office -- Boys' Guidance
- 4) Girls' Guidance - right of main entrance

2. Chapel

Third floor; Brainard St. side, Room 12. Blessed Sacrament reserved. Daily

Mass at 7:30. Confessions heard regularly.

3. Infirmaries

Girls: Basement floor; William St. side; gym instructor's office.

Boys: Rear of gym; gym instructor's office.

4. Cafeteria: new addition built adjacent to gym. Entrance from stairway on Brainard St. side.

5. Auditorium: direct access from lobby.

6. Gymnasium: directly under auditorium. Boys' dressing & shower rooms at rear of gym, girls' facilities on Basement floor, William St. side.

7. Classrooms

1) Basement: Brainard St. side

M-1: Soph (girls) Home Room

M-2:

M-3: Junior Home Room

William St. side

M-3a: Soph (girls) Home Room

2) Main Floor: William St. side

M-4: Junior Home Room

M-5:

M-6: Soph (girls) Home Room

Brainard St. side

M-7: Senior Home Room

M-8: Freshman (girls) Home Room

3) Third Floor: Williams St. side

M-9: Freshman (girls) Home Room

M-10: Junior (girls) Home Room

M-11: Freshman (girls) Home Room

Brainard St. side

M-13: Senior (girls) Home Room

M-14: Soph (girls) Home Room

8. Lavatories: first floor, third floor; at entrance to cafeteria.

9. Faculty Room (Women): Third Floor

B. St. Edmund's Hall

1. Library: second floor

2. Bookstore: second floor, Brainard St. side. Open before and after school.

3. Classrooms:

- 1) 1st Floor: E-1: Soph Home Room
 E-2: Soph Home Room
 E-3: Freshman Home Room
 E-4:
 E-5:
 E-6: Freshman Home Room
 2) 2nd Floor: E-7: Soph Home Room
 E-8: Freshman Home Room
 E-9: Freshman Home Room

4. Lavatories (Boys'; Girls'): 1st floor.5. Faculty Room (Men): 2nd floor.C. St. Albert's Hall1. Audio-Visual Room: (A-5) 1st floor.2. Boys' Guidance: 1st floor (A-3)3. Classrooms:

- 1) 1st Floor: A-1: (Biology lab.)
 A-2:
 A-4:
 A-6: (Art Room)
 2) 2nd Floor: A-7: (Chemistry lab.)
 A-8:
 A-10:
 A-11:

4. Lavatories: Boys: 1st floor.
 Girls: 2nd floor.5. Faculty Room (men): 2nd floor.

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IV. CALENDAR: 1959 - 1960

September, 1959: 16 days

- 9: Opening for Sophomores, Juniors, Seniors; half session; Mass 11:30.
- 10: Opening for Freshmen; half session: Mass 11:30.
- 11: Opening for all; half session; Mass (Bishop Flanagan) at 11:30.
- 14: First full day.
- 16: Teachers' Institute, no school.
- 18: Selection of homeroom representatives, (Sophomores, Juniors, Seniors).
- 25: Selection of Freshmen homeroom representatives; nominations for class officers, (Sophomores, Juniors, Seniors).
- 28-29: Survey Testing.

October, 1959: 21 days

- 1: Class elections, (Sophomores, Juniors, Seniors).
- 2: 1st Friday: School Consecration to Sacred Heart.
- 12: Holiday.
- 19: F-Warnings.
- 30: Freshmen Dance.

November, 1959: 18 days

- 1: Dedication of new buildings.
- 6: 1st Friday.
- 10: 1st Marking Period ends.
- 11: Veterans' Day - holiday.
- 20: Sophomore Dance.
- 23: Report cards.
- 25: Half Session: begin Thanksgiving holiday.
- 26: Thanksgiving Mass at 8:00.

December, 1959: 16 days

- 4: 1st Friday.
- 8: Immaculate Conception - Holiday.
- 20: Christmas Festival.
- 23: Half session: Christmas party; begin Christmas vacation.
- 28: Christmas Dance (Juniors - Seniors).

January, 1960: 21 days

- 4: Classes resume. F-Warnings.
- 6: Epiphany.
- 8: Freshmen elections.
- 18-25: Church Unity Octave.
- 21: Catholic College Assembly.
- 25-27: 1st Semester Exams.
- 27: End of the 1st Semester.
- 28-29: Boys' Retreat.

February, 1960: 20 days

- 1-2: Girls' Retreat.
- 3: Classes resume, report cards.
- 5: 1st Friday. Freshmen-Sophomore Dance.
- 8: Mission Assembly.
- 19: Sub-Freshmen Day.
- 22: Washington's Birthday - Holiday.
- 26: Junior-Senior Mardi-Gras Dance.

March, 1960: 23 days

- 2: Ash Wednesday.
- 4: 1st Friday.
- 10: Sports Night (tentative).
- 18: Vocation Rally.
- 25: Career Day.
- 27: School Play (tentative).

April, 1960: 15 days

- 1: 1st Friday.
- 10: Report cards.
- 14: Holy Thursday, Holiday - no school. Begin Spring Vacation.
- 25: Resume classes.
- 29: Junior Prom.

May, 1960: 20 days

- 2: Crowning.
- 6: 1st Friday.
- 9,10,11: A.T.P. Exams.
- 20: Student Council elections.
- 21: Commencement Dance.
- 26: Ascension Thursday - Holiday.
- 26-28: Bazaar.
- 30: Holiday.
- 31: Senior exams.

June, 1960: 11 days

- 1-3: Senior Exams.
- 3: 1st Friday. Last full day of school.
- 6: Senior Outing. Exams for underclassmen begin.
- 9: Senior Day & Recollection. Class supper.
- 10: Senior Day.
- 12: Graduation.
- 13: Day of Recollection (Freshmen, Sophomores, Juniors).
- 14: Field Day.
- 15: Final Assembly.

V. SPIRITUAL LIFE

Daily Mass is offered in the chapel at 7:30. Visits to the Blessed Sacrament may be made throughout the day. On Wednesdays the Student Dialogue Mass is offered in the auditorium. On the week of the First Friday it is transferred to Friday and will be a Sung Mass. Confessions are heard regularly in the chapel.

During October and May the Rosary is recited in front of the Marian Shrine.

At the end of the 1st Semester a two-day retreat is conducted separately for boys and girls.

Prayers: Morning announcements over the public address are preceded by prayer and a short passage from the New Testament. The Morning Offering should be recited in the home rooms, then followed by the pledge of allegiance to the flag.

Begin Classes with the Prayer to the Holy Spirit, or:

"Direct, we beseech Thee, O Lord, all our actions and carry them on by Thy gracious assistance, that every prayer and work of ours may begin always from Thee and by Thee be happily ended, through Christ our Lord. Amen."

Begin 5th period Class with The Angelus.

End Classes with "Glory be to the Father, etc."

VI. ORDER OF THE DAY

Schedule A: 1--18 minute Home Room period.
1--20 minute Lunch period.
7--45 minute class periods.
8-- 4 minute passing periods.

Lunch A Group	Home Room 8:20- 8:38	Period I 8:42- 9:27	Period II 9:31- 10:16	Period III 10:20- 11:05	Lunch A 11:09- 11:29	Period IV B 11:33- 12:18	Period V B 12:22- 1:07	Period VI 1:11- 1:56	Period VII 2:00- 2:45
Lunch B Group	Home Room 8:20- 8:38	Period I 8:42- 9:27	Period II 9:31- 10:16	Period III 10:20- 11:05	Period IV A 11:09- 11:54	Lunch B 11:58- 12:18	Period V B 12:22- 1:07	Period VI 1:11- 1:56	Period VII 2:00- 2:45
Lunch C Group	Home Room 8:20- 8:38	Period I 8:42- 9:27	Period II 9:31- 10:16	Period III 10:20- 11:05	Period IV A 11:09- 11:54	Period V A 11:58- 12:43	Lunch C 12:47- 1:07	Period VI 1:11- 1:56	Period VII 2:00- 2:45

Schedule B: 1-- 9 minute Home Room period.
1--20 minute Lunch period.
7--40 minute class periods.
1--40 minute period for Assembly, Mass, Group Guidance etc.
9-- 4 minute passing periods.

Lunch A Group	H.R. 8:20- 8:29	Period I 8:33- 9:13	Period II 9:17- 9:57	Period III 10:01- 10:41	Extra Period 10:45- 11:25	Lunch A 11:29- 11:49	Period IV B 11:53- 12:33	Period V B 12:37- 1:17	Period VI 1:21- 2:01	Period VII 2:05- 2:45
Lunch B Group	H.R. 8:20- 8:29	I 8:33- 9:13	II 9:17- 9:57	III 10:01- 10:41	Extra 10:45- 11:25	IV A 11:29- 12:09	Lun. B 12:13- 12:33	V B 12:37- 1:17	VI 1:21- 2:01	VII 2:05- 2:45
Lunch C Group	H.R. 8:20- 8:29	I 8:33- 9:13	II 9:17- 9:57	III 10:01- 10:41	Extra 10:45- 11:25	IV A 11:29- 12:09	V A 12:13- 12:53	Lun. C 12:57- 1:17	VI 1:21- 2:01	VII 2:05- 2:45

Mark the schedule, as it pertains to you, on your program card, and have it handy for reference.

Be prepared for the various bells that sound during periods 4 and 5. Copy the following procedure for the group to which you belong for reference during the "breaking-in period."

Lunch A Group: Disregard bell announcing Lunch B which sounds during Period IV-B. Observe next bell, which ends Period IV-B and announces Period V-B. Disregard the Lunch C bell sounding during Period V-B. Observe next bell, which ends Period V-B and announces Period VI.

Lunch B Group: Disregard bell ending Lunch A, which sounds during Period IV-A. Observe next bell which ends Period IV-A and announces Lunch B. Observe bell ending Lunch B and announcing Period V-B. Disregard Lunch C bell sounding during Period V-B. Observe next bell which ends Period V-B and announces Period VI.

Lunch C Group: Disregard bell ending Lunch A, which sounds during Period IV-A. Observe next bell, which ends Period IV-A and announces Period V-A. Disregard bell ending Lunch B. Observe next bell, which ends Period V-A and announces Lunch C. Observe bell ending Lunch C and announcing Period VI.

Doors of Marian Hall will be open at 7:15 for students wishing to assist at the 7:30 Mass in the chapel. This is the only reason permitting entrance to Marian Hall before 8:10. Before school there is to be no loitering behind the gym or on Mercer St. Students may enter gym, auditorium or cafeteria under faculty supervision.

If you cannot arrive for the beginning of Mass, do not hesitate to come in (quietly!) for the latter part of it. Communion will be distributed at 8:10 for those unable to be present for Mass at all.

St. Edmund's Hall will be opened at 8:05 for students wishing to go to Library or Bookstore. Those loitering in the building before 8:10 will be punished. No one may enter Home Room before 8:15.

Doors of Marian Hall and St. Edmund's will be opened for general entrance at 8:10. Report to Home Rooms immediately, not before, when bell rings at 8:15 and be ready to begin school day at 8:20.

Four minutes are provided for passing between classes. Students must be in the next scheduled class before the starting bell.

Following dismissal at 2:45 students are to return home without delay, not loitering on grounds or around town or congregating in stores.

Extra-Curriculars, except Athletics, are usually over by 3:30, and, unless students are detained by teachers for special activities, the buildings are to be clear by 3:40.

VII. ACADEMIC MATTERS

- A. Studies represent the most important part of the school program. Here the student finds his present life work, his here-and-now vocation. No other school activity can have genuine importance unless this primary work is honestly and conscientiously done. Students should carefully follow the suggestions of their teachers in approaching particular subjects, learning how to study each in the most effective way. The amount of time to be spent at home in study and preparation for the next day's assignment will vary according to the student's academic load; however, two hours should be considered minimum for everyone. Home work is never done.
- B. Curricula
1. Students are assigned to courses in Grade IX, and specialization according to Academic, Commercial, or General will come later.
 2. The Diploma at graduation will be conferred according to the following criteria: (A unit represents a year's work in a major subject, which usually meets 5 periods per week and requires considerable work outside class).
 - a. Academic Diploma: 20 units.
 - Religion: 4 units
 - English: 4 units
 - Latin: 2 units
 - Modern Foreign Language: 2 units
 - Science (Biology, Chemistry, Physics): 2 units
 - Social Studies (including American History): 2 units
 - Mathematics (Algebra, Geometry): 2 units
 - Electives: to make 20 units
 - b. Commercial Diploma: 20 units.
 - Religion: 4 units
 - English: 4 units
 - Language: 2 units
 - Science (Biology): 1 unit
 - Social Studies (including American History): 2 units
 - Mathematics: 1 unit
 - Bookkeeping: 1 unit
 - Typing: 1 unit
 - Stenography: 1 unit
 - Electives: to make 20 units

c. General Diploma: 16 units.

Religion: 4 units
 English: 4 units
 Science: 1 unit
 American History: 1 unit
 Mathematics: 1 unit
 Electives: to make 16 units

C. The following subjects are offered. Courses will be planned with the aid of the Home Room counselor according to the requirements of the elected curriculum, subject to approval by the Office.

<u>Subject</u>	<u>Periods per week</u>	<u>Units per year</u>	<u>Honor Point Rating</u>
Religion (I, II, III, IV)	5	1	A
English (I, II, III, IV)	5	1	A
Algebra (I, II)	5	1	A
Geometry	5	1	A
Solid Geometry & Trigonometry	5	1	A
Commercial Math	5	1	B
General Math	5	1	B
Biology	5	1	A
Chemistry	5	1	A
Physics	5	1	A
Physical Science	5	1	A
General Science	5	1	B
Latin (I, II, III, IV)	5	1	A
French (I, II, III)	5	1	A
World History	5	1	A
U.S. History	5	1	A
Problems of Democracy	5	1	A
Economic Geography	5	1	A
Stenography (I, II)	5	1	A
Secretarial Practice	5	1	A
Typewriting (I, II)	5	1/2	B
Junior Business Training	5	1	B
Glee Club	2	1/4	D
Christian Family Living	5	1/2	C
Art (I, II)	4	1/4	C

D. Grading

1. Quarterly marks are determined by averaging daily recitation with regular tests and quizzes. The Semester mark is the average of the two quarterly marks and the examination mark. Final average is the average of the two semester marks.

2. Marks are a means to an end. When misguided students make them

the end-all of their education, it can't really be dignified by the name education. Viewed in proper balance, however, school grades are definitely important, providing a necessary appraisal of scholastic achievement and effectiveness of teaching. They offer a worthy incentive for student ambition.

3. Our marking code is the diocesan system. "E" is a very high mark, with an approximate percentage equivalent of 96-100. "A" is a superior mark, 88-95. "G" includes average and somewhat above average work, 78-87, while "L", 70-77, includes average and below average. "F", below 70, indicates failure.

4. Report Cards, indicating scholastic achievement and noting quality of effort and cooperation, are issued four times yearly. Parents should examine, sign and return to school the day after they were issued. F-Warnings are sent out towards the end of the marking period and indicate that determined effort is needed to prevent failure in particular subjects.

Subscripts indicating pupil behavior may appear with the scholastic mark on the report card. While they do not alter scholastic rating, two or more conduct marks on a report card will make a student ineligible for the published Honor Roll.

5. The Honor Roll.

a. Determined by Honor Points given according to the following schedule:

1) Subjects with an honor point rating of A (Lab. courses rate one point more).

E = 4 honor points; A= 3; G= 2; L= 1

2) Subjects with a B rating:

E= 3; A= 2; G=1

3) Subjects with a C rating

E= 2; A= 1; G=1/2

4) Subjects with a D rating

E = 1; A= 1/2

b. FIRST HONORS are awarded to students earning 20 Honor Points for a given marking period. SECOND HONORS: seventeen Honor Points. At the half year, points are derived from the semester average, at the year's end from the year's average.

c. Students who maintain an A average for the year may be excused from final exams at the discretion of the teacher.

d. Certification for College is given without qualification to those who maintain an average of 85% in all major subjects.

6. Promotion to the next grade is determined by academic units earned, particularly in subjects with A or B Honor Point rating. Freshmen must have earned at least 3 units to be eligible for the next grade; sophomores, 7 units; juniors, 11 units.
7. Cheating on exams is a reprehensible form of the sin of dishonesty; and as such it is a moral matter. The exam in question will be marked 0.

E. The School Library.

The library and its facilities are available to all faculty members and students who wish to do reference work, or who wish to borrow books for school use or pleasure reading. Pupils desiring to do any research work in the library during their study periods should report to the library immediately after class period and count on remaining there throughout the period. Attendance will be taken in the library and the lists will be sent to the different study rooms concerned. Students abusing their library privilege in any way will be deprived of it.

Library Quarters: St. Edmund's Hall, second floor.

Hours: 8:05 A.M. to 3:15 P.M. -- Monday through Friday.

Circulation.

1. Books ordinarily circulate for a period of two weeks; however they may be recalled before that time if they are needed for a particular assignment.
2. Overdue books incur a fine of 2¢ a day.
3. No other material may be borrowed from the library until the overdue books are returned to the library and the fine paid.

Charging and Returning Books.

1. Remove the card from the book pocket and sign both your name and your homeroom.
2. Give both card and book to the desk assistant who will stamp the date due on both card and date due slip and return the book to you.
3. When you return the book, do not replace it on the shelf, but place it on the circulation desk.
4. When you finish reading a book, be sure to return it directly to the library. Do not pass it on to your friends. Other students may be waiting for that book to carry out some assignment.

Rules:

1. Silence and quiet must be **observed in the library at all times.**
2. Periodicals or magazines do not circulate for home use and must not be taken from the room without special permission.
3. Reference books such as dictionaries and encyclopedias must be consulted in the room only.

4. Magazines and books placed on reserve by teachers are charged out for OVERNIGHT USE ONLY. This means that such material must be returned before the first period of the next school day. Failure to do so means a fine of 5¢ a day.

N.B. Be sure that all books and magazines are duly **stamped** at the desk before leaving the library. Check the date due from time to time to avoid needless fines.

- F. Transcripts of student's scholastic-personal record will be sent to the college of choice. A fee of 50¢ will be charged for each transcript.

VIII. GUIDANCE

A. The Home Room

1. The Home Room is as the name implies; it is where you begin each day and where some of your most lasting contacts take place. Your home room counsellor's primary aim is to help you make the most of your educational opportunities at St. Bernard's. Do not hesitate to seek advice from your home room teacher, not only in scholastic matters, but also in any problem which may arise in or out of school.
2. The long Home Room period will be regularly scheduled for purposes of Group guidance. Take an active part in these home room discussions.

B. Counselling Services

1. Girls' counselling and special guidance will be directed by Mother David. A private office has been provided off the main lobby (formerly the girls' infirmary).
2. Boys' counselling will be handled by Father Benedict and Father Kane. A private office has been provided in St. Albert's Hall (A-3).

IX. REGULATIONS AND OTHER SCHOOL INFORMATION

A. Assembly

1. In the auditorium for full assembly. Students will sit with their home rooms according to the seating plan given below. Right and left are determined by a position facing the stage. Notice that seats in the extreme right and left aisles are included in the home room sections.

Right Sections (center & side)

- a. Seniors (M-7) Rows C,D,E,F
 - b. Juniors (M-4) G,H
- J: 101-113

Left Sections (center and side)

- a. Seniors (M-13) Rows C,D,E,F
 - b. Juniors (M-3) G,H
- J: 102-114

- | | |
|--|--|
| c. <u>Sophomores (M-6)</u> J: 115-123,
1-5. K,L | c. <u>Juniors (M-10)</u> J: 116-124,
2-6. K,L |
| d. <u>Sophomores(M-3a)</u> M,N
O: 101-113 | d. <u>Sophomores (E-1)</u> M,N
O: 102-114 |
| e. <u>Sophomores (M-1)</u> O: 115-123,
1-5. P,Q | e. <u>Sophomores (E-2)</u> O: 116-124,
2-6. P,Q |
| f. <u>Sophomores (M-14)</u> R,S
T: 101-113 | f. <u>Sophomores (E-7)</u> R,S
T: 102-114 |
| g. <u>Freshmen (M-8)</u> T: 115-123,
1-5. U,V | g. <u>Freshmen (E-6)</u> T: 116-124,
2-6. U,V |
| h. <u>Freshmen (M-9)</u> W,X,
Y: 101-113 | h. <u>Freshmen (E-3)</u> W,X,
Y: 102-114 |
| i. <u>Freshmen (M-11)</u> Y: 115-123;
1-5. Z,AA | i. <u>Freshmen (E-8)</u> Y: 116-124;
2-6. Z,AA |
| | j. <u>Freshmen (E-9)</u> BB,CC,DD |

2. For Home Room or Period 1 Assembly, report to auditorium with your home room. Home Rooms on main floor of Marian Hall enter by center doors; those on basement and 3rd floor use side doors. Boys from St. Edmund's use center doors. Do not cross lobby.
3. For regular assembly, after period 3, leave books in a convenient place (locker, 3rd period class, 4th period class, cafeteria), and report at once to auditorium, entering by door nearest your class section, taking your place with your home room teacher quickly and quietly.
4. No talking in the auditorium; silence is to be observed as soon as you enter. Let mature behavior characterize all our public gatherings. Applaud when applause is in order, without unmannerly noises or actions. With so many students in the auditorium, no one can feel that he or she can be an exception to these rules. Particularly during Mass should a spirit of restraint and reverence prevail.
5. Dismissal is by class: seniors, juniors, sophomore girls, sophomore boys, freshmen girls, freshmen boys. In passing to next class after assembly (only), up and down designations on Marian Hall stairways need not be observed. Use the one nearest to the door by which you leave the auditorium.

B. Traffic

1. Members of student patrol represent the school. They should be respected and obeyed. Students are to wait if so directed by patrol member in order to permit passage of others.
2. General rule of corridor traffic: Keep to the right, single file, going around patrol members stationed in corridors and lobby. Move quickly but without loud noise, running, or other unmannerly behavior. Observe

up and down signs in Marian Hall and St. Edmund's.

3. Students who have the next class in another building should leave the classroom first. Do not loiter or delay, especially at the entrance. Permission to use lavatories at times other than lunch period must be obtained from class or study hall teacher.
4. Entering and Leaving Buildings.
 - a. Marian Hall: Enter by front doors on right (facing building). Leave by doors on opposite side (they will be on your right as you leave). Rear doors near gym may be used for traffic to and from St. Albert's.
 - b. St. Edmund's Hall: Enter and leave by door near traffic circle only, keeping to right. Door leading to Brainard St. not to be used.
 - c. St. Albert's Hall: Enter by front door (Broad St.) only. Leave by rear door only.

C. Cafeteria

1. Enter by doors at foot of stairs. Shelves are at entrance for books. Tables may also be used. Do not open books or use them while eating. Hot lunch line forms on right (as you enter), cold lunch on left.
2. Students must remain at tables in cafeteria for fifteen minutes (for purposes of good digestion and manners). Bell will ring five minutes before end of lunch period, allowing use of lavatories at entrance to cafeteria or on way to next class. Have a care in going to lockers and moving in corridors while classes are in session during your lunch period.
3. Eating is to be confined to cafeteria, and food is not to be taken elsewhere.
4. Bring trays and dirty dishes to receiving space near dishwasher, and dispose of all trash in receptacles provided. If you dispose of your tray before the 15 minute bell, return to your table. Leave table fit for the next lunch.
5. Exits: Use door near lavatories if your next class is in Marian Hall; use door near dishwasher if going to St. Edmund's; door near hot lunch line if going to St. Albert's. Passage through auditorium and gymnasium is forbidden.

D. Attendance

1. A single day's absence of one pupil hampers the work of at least 6 teachers and sets back the absentee as to homework, new teaching, and current work on his return. "Make-up" is a misnomer; for class-work missed is never made up. Therefore, every absence should be legitimate and unavoidable. Avoidable absences include baby-sitting, physical indisposition that would not keep the student's father home from his job, doctor's appointments (practically always), family

vacations.

2. In the event of reasonable absence,
 - a) Call the school before 9:00 A.M., notifying office of reason.
 - b) Bring note from home upon returning, giving dates and reason for absence, and signed by parent or guardian. Use stationery.
 - c) Students returning after an absence of 3 days or more must report to office to arrange make-up schedule.
 - d) If absent for a week or longer, student must bring note signed by doctor.
 - e) If student fails to bring written note as required, he must report to office for admission slip to class.
3. Tardiness: Once the 8:20 bell has sounded, students will not be admitted to the home room without a late-slip. Three late-slips for unexcused tardiness will be punished by Detention.
4. Truancy will be punished by suspension.

E. School Attire

1. Girls: Regulation school uniform to be worn at all times. Sneakers not allowed; and white ankle socks are regulation. Beanies are to be worn at all religious exercises. The weskit is the only outer garment to be worn over the blouse within the buildings. In class remove coats and sweaters. If for a reasonable cause a girl is unable to wear her uniform, she should bring a written explanation from home. Recurring cases will be referred to the Office.
2. Boys: shirt and tie; regulation gray blazer; clean pressed pants. Freshmen will begin wearing the blazer after the first semester.

- F. Textbooks: are provided free of charge. The student is responsible for all texts entrusted to him. Keep books covered at all times. Lost or unnecessarily damaged books must be replaced by the student responsible.

Workbooks and such supplies as are consumed in the using will be purchased as needed.

- G. School property belongs to all of us and is held in trust for those coming after. Wanton damage is subject to a minimum \$10 fine. Gum chewing: a source of property damage, is strictly forbidden.
- H. Smoking is not permitted on school property or on buses, within the area of the school, or by girls whenever in uniform. Violators will be liable to suspension.
- I. Lockers
Keep lockers clean and neat; safeguard the padlock issued to you. Lost padlocks must be replaced (\$1.50).

J. Buses

1. The good name of your school and family rides with you on the bus. Please keep this in mind, showing to one another and to the driver that courtesy that people expect of Catholic young people. Misbehavior will be treated as though it happened in school.
2. Bus payment may be made through the mail or paid to appointed monitor in the Book Store during the first week of the month.

K. Automobiles

1. Student ownership of automobiles is definitely not approved, except where it is absolutely necessary for getting to and from school. The advantages of owning the car are far outweighed by disadvantages.
2. Buses have been arranged from many of our outlying regions, and this method of transportation should be preferred by parents to student driving. It is safer, more orderly, less expensive.
3. Where driving to school is considered reasonable and necessary, permission must be obtained from the school and parking arranged in the school lot.

L. Fire Drill

The signal is a steady blast on the fire horn. Proceed quickly and quietly to assigned stations. Notice placards posted in each classroom giving directions. Know where to go from each room.

M. Dances and other social activities should be characterized by friendliness, a willingness to contribute to everyone's good time, and good behavior.

1. Steady dating, universally condemned for moral and psychological reasons, has no place in the lives of normal (according to Christ's norm) teen-agers.
2. Smoking is not permitted at dances and other school activities.
3. Students who leave the building may not return.

N. Found articles may be turned in to the Office. Lost articles are to be looked for in the Book Store.

O. The school telephone may be used only for school business. Pupils will not be allowed to take any incoming calls whatever. All visitors must report first to the Office.

P. Snowball throwing is forbidden.

Q. Study Halls will be used productively provided students maintain quiet and tend to their own business. A little noise from one or two can make concentration impossible for many. Passes will be issued to students wishing to go to lavatory, Chapel, or Office. See above for procedure in going to library.

X. EXTRA-CURRICULAR ACTIVITIES

While studies come first, extra-curriculars certainly contribute to a well-rounded student life. Emphasis must be on student activities, and all who join a school organization should do so with the idea of working at it. Better to join one and stay with it than to flit among many. Participation in service organizations (class office, Student Council, student patrol, etc.) and inter-scholastic sports will not be permitted those whose scholastic achievement falls considerably below mental ability. Final decision in this regard will be the Principal's, who will be kept informed of participant's classroom conduct and effort by individual subject teachers.

A. Classes

You automatically belong to this intra-school activity; and your class is what you make of it. Choose your leaders with care, realizing that candidates must have good scholastic rating and be approved by the Office. Do your share for each class project, taking justifiable pride in your collective accomplishments. Grippers are never happy. Students that work together are always happy.

B. Spiritual Organizations

Apostleship of Prayer; Sodality.

C. Athletics, under the direction of Father Kane, Mr. Powers, and Mrs. Guerin, take place after school. A variety of intramural and interscholastic activities are offered, so that every boy and girl should find the program worthwhile and enjoyable. All participants must have taken out school insurance policy.

D. Service Organizations, some of which are elective, include the Student Patrol, Student Council, to be organized in 1959-1960, the Library Club, Book Store, Sacristy and Office assistants, Acolytes, Audio-Visual Club.

E. Publications include the "Shield", school newspaper, and the "Crosier", our yearbook.

F. Musical Organizations: Glee Club, band.

FILL OUT QUESTIONNAIRE AND REGISTRATION FORM.

BRING TO ST. BERNARD'S ON REGISTRATION DAY.

QUESTIONNAIRE
FOR DETERMINING FRESHMAN COURSE OF STUDY

Name _____

Do you think you will be able to go to college? _____

According to your present _____, will you elect the Commercial Course in your
Junior year? _____

Will you probably go to work right after high school? _____

What are your present plans for your ultimate life's work? _____

.....

Are you taking Algebra at the present time? _____

How many times weekly? _____

Are you taking Latin at the present time? _____

How many times weekly? _____

Would you like to take a full four year program of college preparatory mathematics
and science? _____

If you qualify, would you like to take Biology in the ninth grade, thus making it
possible for you to take an advanced science course in your senior
year? _____

If given a choice among the following ninth grade subjects, what would be your
order of preference? Write "1" in front of your first choice, "2" in
front of your second, etc. Put "O" in front of any that you would prefer
not to take:

_____ General Science
_____ Christian Family Living (Homemaking)
_____ Music
_____ Art

.....

Do you play a musical instrument? _____ Which? _____

How long have you studied? _____

Check if interested: _____ Glee Club; _____ Orchestra; _____ Band

Check your athletic interests: _____ Basketball; _____ Baseball; _____ Track; _____ other

REGISTRATION INFORMATION

Name _____
Place of birth _____ Date of birth _____ Phone (home) _____
Name of _____
Father _____
Mother _____
Guardian _____
Religion _____
Living _____
Yes _____; No _____
Yes _____; No _____
Yes _____; No _____

Occupation of _____
Father _____
Mother _____
Guardian _____
Name of Parish and location _____
School now attending _____ location _____
Vaccination certified _____ Health: Good _____; Fair _____; Poor _____.

Date and place of _____
Baptism _____
Holy Communion _____
Confirmation _____
No. of children in the family _____ No. of older brothers _____ No. of older sisters _____
Student's age rank in family _____ No. of younger brothers _____ No. of younger sisters _____